



Daniel Island Academy

Application & Enrollment

Steps for Enrollment

1. Tour DIA Early Childhood Development Center
2. Submit Application for Enrollment and Enrollment Option forms with required application fee and deposit.
3. Turn in completed Student Enrollment Packet including Proof of Immunization
4. Schedule "Meet the Teacher" appointment
5. Begin class the following Monday

Student Enrollment Package Checklist

- Child Information Profile
- Child Profile Alert
- Emergency Cards (Two Copies – Front & Back)
- DSS Form 2900
- Pick-Up Authorization Form
- Emergency Care Transport Form
- Parent Handbook Acknowledgement
- Guidance Policy
- Media Waiver
- Walking Fieldtrip Permission Form
- Proof of Current Immunization – DHEC Form 1148 (from doctor)
- Recurring Credit Card / Auto Bank Draft Form (if applicable)

Please submit your completed Enrollment Package in its entirety. We accept Proof of Immunization DHEC Form 1148 via fax, (843) 375-2111.

1. **APPLICATION:** Applications are always accepted for our "rolling enrollment," meaning that you need not start in a class in August at the beginning of the school year. To apply for enrollment or apply to join the waitlist for enrollment (depending on space available) an Application for Enrollment and an Enrollment Option Form for the program at best fits your family's needs must be submitted with required fees and deposits.

A Waitlist Deposit is necessary to place your child in line for the next available age appropriate class space. When an available classroom space has been accepted, the Waitlist Deposit becomes an Enrollment Guarantee, and is exclusively applicable to the final two weeks of the agreed enrollment period as prepaid tuition. Enrollment Guarantees become non-refundable 30 days after space in a class is accepted. Students that withdraw prior to the final two weeks of their enrollment period will not receive the benefit of their prepaid tuition.

2. **ENROLLMENT:** The enrollment package includes a variety of important documents and must be completed and submitted along with current immunization records prior to the determination of each student's first day of class. With a complete enrollment package and initial tuition payment, an appointment is set to meet the teacher and soon after begin classes.

3. **WAITING LIST:** Wait list status is dependent upon the date all completed enrollment forms, application fee, and waitlist deposit are received. If your child is on the waiting list and you are notified of an available enrollment option, you will have three calendar days to accept or decline the offer. If you accept, tuition payments will begin the Monday following your acceptance. If you decline within the 3 calendar days, your waitlist deposit may be refunded upon written request. The refund will occur within thirty days.

You may also elect to remain on the waiting list. However, if you elect to remain on the waiting list your initial application date noted on the list will be changed to reflect the date in which you decided to remain on the list, causing your position on the waiting list to be affected. Once you choose to be waitlisted again, you may opt to decline one other offer. If you decline that offer your waitlist deposit becomes non-refundable. Full tuition payment is required to hold an available space in a classroom even if you choose to begin attending DIA at a later date. Valid and current contact information is the responsibility of the family. DIA will not be held responsible for invalid contact information.